

Site Accreditation Report – Native American Advocacy Program

Completed: March 12, 2018

Levels of Care Reviewed:

Substance Use Disorder (SUD) Services

Prevention

Review Process: Native American Advocacy Program was reviewed by Division of Behavioral Health staff for adherence to the Administrative Rules of South Dakota (ARSD) and Contract Attachments. The following information was derived from the on-site accreditation survey of your agency. This report includes strengths, recommendations, and citations for Plans of Corrections and results from reviewing policies and procedures, personnel files, and conducting an interview with the executive director.

Administrative Review Score: 74.4%

Cumulative Score: 74.4%

ADMINISTRATIVE REVIEW SUMMARY

Strengths:

The agency provides a wide variety of programs for youth ages 10-18 which include summer camps, volunteer opportunities and employment opportunities. NAAP has created gender and cultural specific programming through their project venture and summer camps. The agency collaborates with other community agencies such as The Boys and Girls Club and 4H. NAAP has developed sustainability efforts for their advocacy program but also employment for their youth by producing and selling honey and collector dolls. The agency has started partnerships and collaboration with institutions of higher learning for volunteer opportunities and cultural awareness. The Board of Directors appears committed to the agency's wellbeing as they meet more than quarterly.

Recommendations:

1. Develop a plan to allocate educational funding throughout the fiscal year rather than allocating it just through the summer months. This would allow the agency to have funds accessible all year long.
2. Agency staff providing prevention programming must complete the Substance Abuse Prevention Skills Training (SAPST) or Foundations of Prevention within one year of hire. Evidence of completion must be placed in the personnel file according to ARSD 67:61:05:04. In review of the personal records, one of the staff did not have record of the SAPST training or the foundations of prevention course and one staff has been unable to attend the training due to it not being offered. Ensure that the next time this class is offered staff are able to attend.

Plan of Correction:

1. The agency shall update their policies and procedures manual to establish compliance with Administrative Rules and procedures for reviewing and updating the manual according to ARSD 67:61:04:01. The agency's policy and procedure manual still referenced the old ARSD 46:05 and needs to be updated to reference ARSD 67:61.
2. In review of the policies and procedure's the program needs to add items to the orientation of staff to ensure compliance. The orientation was missing the following items according to ARSD 67:61:05:05:
 - i. Fire prevention and safety including location of all fire extinguishers in the facility, instruction in the operation and use of each type of fire extinguisher, and fire evacuation plan and agency's smoking policy;
 - ii. Confidentiality of all information about clients including a review of 42 CFR Part 2, and 45 CFR Parts 160 and 164;
 - iii. The proper maintenance and handling of client case records;
 - vii. The agency's policies and procedures manual in accordance with 67:62:05:01;
 - viii. The agency's procedures for the reporting of cases of suspected child abuse or neglect
3. According to ARSD 67:61:11:08, the prevention agency completes a quality assurance review of its prevention programming with an annual summary report made available to the board of directors, agency staff, and the Division. The QA review identifies qualitative problems and recommends plans for correcting them. The QA was not found to be completed during the review of the agency.
4. According to ARSD 67:61: 05:01, each new SUD staff, intern, and volunteer must receive the two-step method of tuberculin skin test or a TB blood assay test to establish a baseline within 14 days of employment. A second step should be completed within a 12 month period prior to the date of employment. The documentation of each required TB skin test was not found in any of the personal records reviewed. Ensure that all staff has a TB skin test completed and develop a policy and procedure for future compliance with this rule.
5. According to ARSD 67:61:11:06, the prevention agency maintains a current database of information and referral resources on alcohol, tobacco, and other drugs, substance abuse services, and prevention and treatment resources. The information is posted or publicly distributed and agency staff reviews the information. The agency did not have a current database available for clients.